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29 September 1958

WORK OUTLINE FOR CLANDESTINE SERVICES ORIENTATION COURSE

1. Current Activity.

a. Graphic Aids now preparing an organization chart on the Clandestine Services for delivery on 4 October.

b. Lecture on organization and functions of the Clandestine Services now being prepared (to be given on Wednesday, 8 October 1958 from 1315 to 1430).

c. [REDACTED] preparing draft organization charts for each unit of the Clandestine Services discussed in the CSOC. These will be checked out and submitted for final approval of CH/OS on or about 1 November. *(To include chart on CIA/DD/P tie-in to OTR/OS) ewj*

2. Upon approval of CSOC Schedule by Higher Echelon.

a. Each speaker to be contacted.

b. Name plate will be prepared for each speaker.

c. Biographic data cards (3 by 5) will be compiled on each speaker.

d. 75 copies of each piece of required reading will be ordered for student kits.

e. Sufficient copies of approved schedule to be prepared and to incorporate correct title and office designations for each speaker.

Note: [REDACTED] have been informed of these coming work projects pending final approval of schedule.

3. Other:

[REDACTED] will check with [REDACTED] 1 day in advance to check on the good health and presence of:

[REDACTED] who speaks on Clandestine Collection on Thursday, 9 October from 1010 to 1100

Approved For Release 2001/08/07 : CIA-RDP78-04208A000100020011-3 Thursday, 9 October from 1315 to 1400.

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